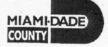
Date:

September 1, 2009

To:

Department Directors

Memorandum



From:

angle mahor Angela Maher, Director **Human Resources**

Subject:

Bi-weekly Pay Periods and County Holidays - 2010

The following bi-weekly pay periods and pay days for the year 2010 are to be used for leave accrual purposes and to establish employee leave and pay anniversary dates.

PP#	Pay Period Begin	Pay Period End	Pay Day	PP#	Pay Period Begin	Pay Period End	Pay Day
1	12/28/2009	1/10/2010	1/15/2010	14	6/28/2010	7/11/2010	7/16/2010
2	1/11/2010	1/24/2010	1/29/2010	15	7/12/2010	7/25/2010	7/30/2010
3	1/25/2010	2/7/2010	2/12/2010	16	7/26/2010	8/8/2010	8/13/2010
4	2/8/2010	2/21/2010	2/26/2010	17	8/9/2010	8/22/2010	8/27/2010
5	2/22/2010	3/7/2010	3/12/2010	*18	8/23/2010	9/5/2010	9/10/2010
6	3/8/2010	3/21/2010	3/26/2010	19	9/6/2010	9/19/2010	9/24/2010
7	3/22/2010	4/4/2010	4/9/2010	20	9/20/2010	10/3/2010	10/8/2010
8	4/5/2010	4/18/2010	4/23/2010	21	10/4/2010	10/17/2010	10/22/2010
9	4/19/2010	5/2/2010	5/7/2010	22	10/18/2010	10/31/2010	11/5/2010
10	5/3/2010	5/16/2010	5/21/2010	23	11/1/2010	11/14/2010	11/19/2010
*11	5/17/2010	5/30/2010	6/4/2010	*24	11/15/2010	11/28/2010	12/3/2010
12	5/31/2010	6/13/2010	6/18/2010	25	11/29/2010	12/12/2010	12/17/2010
13	6/14/2010	6/27/2010	7/2/2010	*26	12/13/2010	12/26/2010	Thursday 12/30/2010

Revised schedule for PAR pick up due to holiday

The following are the thirteen (13) County-observed holidays for the year 2010, unless otherwise specified by collective bargaining agreement:

New Year's Day 2010, Friday, January 1, 2010 Martin Luther King's Birthday, Monday, January 18 President's Day, Monday, February 15 Memorial Day, Monday, May 31 Independence Day, Monday, July 5 Labor Day, Monday, September 6 Columbus Day, Monday, October 11

Veterans Day, Thursday, November 11 Thanksgiving Day, Thursday, November 25 Friday after Thanksgiving, Friday, November 26 Christmas Day, Friday, December 24 Employee's Birthday Floating Holiday

The Floating Holiday is to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns this holiday at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of occurrence or it is forfeited. Neither the Birthday Holiday nor the Floating Holiday is paid out at termination.

Employees who are out of pay status for any portion of the day before or after a holiday will not be eligible to be paid for, or bank, the holiday.

Honorable Carlos Alvarez, Mayor Denis Morales, Chief of Staff, Office of the Mayor George M. Burgess, County Manager **Assistant County Managers** Departmental Personnel Representatives Human Resources Sr. Staff Union Presidents